

TO : Chief, Fiscal Division

DATE: 3 June 1960

25X1A9a

ATTN :

FROM : Chief, Administrative Staff, [REDACTED] 00

25X1A7b

25X1A9a

SUBJECT: Request for Fiscal Orientation for

25X1A9a

REF : Telephone conversation between [REDACTED] Fiscal Division, and 25X1A9a

25X1A9a

25X1A7b

As Mr. [REDACTED] will be appointed Chief of the

in mid July 1960, it is requested that he be oriented on payroll, travel, voucher, and other applicable fiscal procedures on 13 and 14 June 1960.

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25X1A9a

FOR THE CHIEF, [REDACTED] /00:

FORM NO. 100 NO. 100 NO. 3 } NO CHANGE
 IN CLASS 15 21019 2936 02
 NEXT REV DATE 28 58
 NO. PGS 1
 REV CLASS 1 REV COORD. AUTH: HR 70-3
 6/13 - D

6/13 - Deputy Chief
- Payroll
- Accounting

6/14 - AM Travel
PM claims

Completed
JEC